



General Accounting Monthly Newsletter

Note from the GL Team

Happy New Year! We hope everyone and their families had a safe and Merry Christmas and a great start to the new year. With the start of the 2022 calendar year, we wanted to create a new monthly newsletter to help keep everyone better informed of upcoming dates, deadlines, and webinars. The newsletter will also be used to provide some tips and answers to frequently asked questions. Please feel free to forward or print and distribute information from the newsletter as needed.

GL Tip of the Month

How to correct items already posted to the GL?

- **Expense Module Correction Form (APEX)** – used to correct any type of transaction processed through the Travel and Expense module. These include employee travel, employee reimbursements (non-travel), procurement card purchases, team card purchases and travel card purchases. These items will post to the GL with an EXxxxxxxx journal entry number and a value of 3xxxxxxx in the reference field. **Use this [fillable form](#) to request an Expense Module Correction and send the completed form to the General Accounting mailbox address listed below.**

- **Journal Voucher eForms (JV)** – used to correct any type of transaction processed through the Accounts Payable module (with exception of single pay supplier vouchers). These items will post to GL with an APxxxxxxx journal entry number and an 8-digit voucher number in the reference field.

Main Menu → USC Finance eForms → Journal Voucher eForm

- **Journal Entry (JE)** – used to correct/record any type of transaction not listed above. JEs can be used to correct deposits, record intra-institution transfers, 86xxx/81xxx transfers, correct ONL JEs, correct pre-PeopleSoft items, and correct single pay SPxxxxxxx AP Vouchers.

Main Menu → General Ledger → Journals → Journal Entry → Create Update Journal Entries

Dates/Deadlines to Remember

Monday	January 10, 2022	5:00 PM	Deadline to submit December Sales/Use/Admissions Tax Returns
Friday	January 14, 2022	5:00 PM	Deadline to submit December F&A Journal Entries
Tuesday	January 25, 2022	5:00 PM	Team Card expense reports due for December billing cycle
Tuesday	January 25, 2022	5:00 PM	Travel Card expense reports due for December billing cycle
Thursday	January 27, 2022	5:00 PM	P-Card expense reports due for December billing cycle
Monday	January 31, 2022	12:00 PM	January Expense Module Correction forms (APEX) submitted to GL mailbox
Monday	January 31, 2022	12:00 PM	January AP JV Eforms completed and approved in PeopleSoft
Tuesday	February 1, 2022	5:00 PM	January Journal Entries completed and approved in PeopleSoft
Thursday	February 3, 2022		Tentative close of GL for January

Upcoming Webinars

Tuesday	March 8, 2022	9:00 AM	Cash Advance and Prepaid Program
Thursday	March 17, 2022	9:00 AM	General Accounting Training
Wednesday	March 23, 2022	9:00 AM	Payment Request
Wednesday	March 30, 2022	10:30 AM	Supplier Onboarding Liaison
Thursday	March 31, 2022	9:00 AM	AP Upload
Tuesday	April 5, 2022	9:00 AM	GL JE/JV Training
Thursday	April 21, 2022	9:00 AM	Creating Expense Reports (Pcard, Team Card, and Travel Card)

Contact Us

General Accounting (JEs, JVs, Apex, GL issues/questions)	genactgt@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu
Card Programs	
Business Expense/Participant Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcad@mailbox.sc.edu
Tax Office	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Controller's Compliance Office	concp1@mailbox.sc.edu